



United States District Court Eastern District of New York

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Vacancy Announcement Announcement# 26-25/HRSPEC

Position: Human Resources Specialist (to begin October 2026)

Location: Brooklyn Office

Salary Range: CL 26 (\$64,075) - CL 27 (\$70,392)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Promotion potential to the next grade level after one year based on satisfactory performance and available funds if not hired at top grade level without further competition.

Opening Date: Thursday, July 30, 2026

Closing Date: Friday, August 21, 2026

POSITION SUMMARY: The Clerk's Office is seeking applicants for a Human Resources (HR) Specialist position located in the Brooklyn Office. This position provides an excellent opportunity to advance to a career in HR. The incumbent will be an integral part of a four-person HR team supporting approximately 350 employees and judges who work in the main office in Brooklyn and our divisional office in Central Islip. The incumbent performs and coordinates administrative, technical, and professional work related to human resources programs. This includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls. This position requires a positive, self-motivated individual who demonstrates collaboration, teamwork, professionalism, discretion, and exceptional customer service and communication skills. The incumbent reports to the Director of Human Resources.

DUTIES AND RESPONSIBILITIES:

- Provide information and guidance to judges, managers, supervisors, and other court staff on a wide variety of HR policies, procedures, standards, and payroll and benefit related matters.
- Assist with coordination of HR policy, benefits, and systems related training as needed.
- Develop and utilize spreadsheets and other documents to track and document a wide range of staffing, payroll, and employee recognition actions. This includes preparing documents, obtaining approvals, and entering and ensuring actions are processed in a timely and accurate manner in various systems.
- Ensure all necessary supporting documentation conforms to requirements and is filed and maintained in local records.
- Handle onboarding and exiting activities for volunteers and interns. This includes preparing supporting paperwork and documents, scheduling and conducting orientation and exit meetings, and ensuring access and identification credentials are issued and collected. Assists senior level HR staff with onboarding/offboarding activities for paid employees when needed.
- Assist with assigned recruitment efforts. Support provided will vary by position being recruited and may include determining and using best methods to source applicants, developing and posting opportunity announcements, checking references, and maintaining all recruitment related records.
- Serve as the official timekeeper for the court. This includes monitoring and processing employees' time and attendance-related records.
- Manage background check and fingerprinting program by verifying applicant employment, checking references, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining record keeping systems.
- Perform reception duties by greeting visitors/callers in person and on the telephone, answering routine questions.
- Perform other HR related clerical and administrative duties may be assigned as appropriate.

QUALIFICATIONS: To qualify for the starting salary (CL-26), applicants must possess at least one year of progressively responsible HR related work experience that reflects work in at least one but preferably two or more of the functional areas of Human Resources (e.g., classification, staffing, training, recruitment, employee relations, payroll and/or benefits administration, etc.).

For CL-27, two years of specialized experience is required.

Applicants must also possess the following:

Outstanding verbal and written communication skills, excellent customer service, organization, and record keeping skills.

Excellent attention to detail. Knowledge and skill in using Microsoft Word and Excel.

The ability to adapt to different communication styles and to maintain a consistently friendly and approachable demeanor.

The ability to multi-task and be a problem solver who is solution oriented.

The ability to work both independently and collaboratively.

The ability to maintain and respect confidentiality and foster collegial relationships.

The ability to consistently adhere to high standards of professional performance and conduct.

BENEFITS: Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), 11 paid holidays, annual/sick leave accrual, fitness membership (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

APPLICATION PROCEDURE: Interested applicants should submit the following **in one PDF document.** The PDF file should be named **Last Name, First Name** and submitted to the court's employment application box:

<https://edny.app.box.com/f/aeff1e13bd374aeb9326629b81c8aa94>

1. Letter of interest specifying qualifications in relation to the position which demonstrates the ability to manage and provide excellent customer service describing: (a) relevant knowledge, skills, and abilities, and (b) position title including vacancy number.
2. Resume;
3. Completed [Application for Judicial Branch Federal Employment, form AO78.](#)

Address your cover letter to:

**Attn: Human Resources Department
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

Incomplete applications will not be considered.

Applicant Information: The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by with or without cause.

Background Information: You do not have to complete questions 18-20 on the **Application for Judicial Branch Federal Employment (AO78)**. Initial appointment of the successful applicant is provisional pending the required criminal fingerprint check once an offer of employment is made. If hired or promoted at the CL-27 level, the successful applicant will also be required to undergo a five-year background investigation including criminal record, education, residence and credit checks, with subsequent updates every five years thereafter as a condition of employment. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Miscellaneous Information: This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a United States Citizen. The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice.

The U.S. District Court is an Equal Opportunity Employer.